

# Transportation Planner Series

## California State Personnel Board Specification

Series established March 13, 1975

### Scope

In the Department of Transportation, this series specification describes Planner classes employed to plan, develop, organize, and direct activities which integrate various social, economic, environmental, transportation, and land use factors to support implementation of a balanced, multimodal State transportation program.

Schem Code	Class Code	Class
JX77	4768	Transportation Planner
JX74	4721	Associate Transportation Planner
JX73	4724	Senior Transportation Planner
JX72	4725	Supervising Transportation Planner
JX71	4723	Principal Transportation Planner

Transportation Planner Series Specification - Class Titles and Codes

### Definition of Series

The Transportation Planner is an interdisciplinary team member or manager who develops and analyzes policy and data to prepare, administer, and monitor transportation plans, programs, and projects.

Transportation Planners plan, develop, administer, evaluate, and monitor transportation plans, programs, and projects; prepare system plans of transportation facilities and services including highways, aviation, public transportation, and nonmotorized facilities; perform transportation studies for the development of transportation systems of all modes; participate in policy development and implementation; analyze proposed policies from other government agencies; develop and analyze legislation related to transportation; propose, perform, and evaluate transportation planning research; monitor and certify the regional transportation planning process for conformance with State and Federal requirements; provide Transportation Planning expertise to Federal, State, regional, local agencies, and transit operators to carry out the transportation planning process; develop, administer, and monitor consultant contracts and grant programs; promote and support alternative modes of transportation including public transportation and ridesharing; perform program management function of the State Transportation Improvement Program; participate as a departmental representative on transportation planning issues at inter-or intradepartmental meetings and public or private meetings and hearings; and do other related work.

### Entry Level

Entry into this series is typically through the class of Transportation Planner.

### Factors Affecting Position Allocation

Variety and complexity of assignments, scope and complexity of transportation planning responsibility, independence of action and level of decision-making authority, level and variety of work contacts, degree of administrative and supervising responsibilities, and responsibility for program and policy implementation.

### Definition of Levels

## Transportation Planner

This is the recruiting, developmental, and first working level. Initially, under supervision, in a learner capacity, incumbents perform the less responsible and complex planning work in connection with State programs related to transportation planning.

As knowledge and skills are developed, incumbents perform transportation planning work of average difficulty, and assist in conducting studies related to transportation planning.

## Associate Transportation Planner

This is the full journey person level. Under direction, incumbents independently work on difficult and complex transportation planning projects. They may serve in a lead capacity performing such work.

## Senior Transportation Planner

This is the full supervisory level. Under general direction, (1) directs the work of a Headquarters branch; or (2) has charge of a district branch or unit including project level activities and regional level analysis; or (3) acts as a technical expert performing the most difficult and complex work which is either critical to the Department's basic mission or of statewide significance.

## Supervising Transportation Planner

This is the program manager level. Under general direction, plans, organizes, and directs a major transportation and/or environmental or research and development program. Provides direction on implementation of policies related to transportation and/or environmental planning.

## Principal Transportation Planner

This is the full administrative level. Under general direction, is responsible for all aspects of transportation and/or environmental planning activities within a Headquarters division or district; responsible for strategic planning, policy development, and implementation.

## Minimum Qualifications

### Transportation Planner

#### EITHER I

A Bachelor's Degree in Transportation Planning, Urban Planning, City Planning or Regional Planning. (Registration as a Senior will admit applicants to the examination, but they must produce evidence of graduation before they are eligible for appointment.)

#### OR II

A Bachelor's Degree in a related field such as: Urban or Regional Studies, Public Policy, Public Administration, Environmental Policy or Studies, Geography, Sociology, Economics, or Civil Engineering. and

Twelve semester units (or equivalent quarter units) in any of the following subject areas: transportation planning, city, community, regional, rural or urban planning/studies, land use planning and development, or travel analysis and forecasting. (Registration as a Senior will admit applicants to the examination, but they must produce evidence of graduation before they can be considered eligible for appointment.)

#### OR III

Experience: One year of experience as a participant in Federal, State, regional, or local transportation planning activities, and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

#### OR IV

One year of experience performing duties comparable to a Management Services Technician, Range B, in a transportation planning activity, and 12 semester units (or equivalent quarter units) of college courses in any of the areas listed in Pattern II above and including the completion of a college course or in-service training course in effective writing or the equivalent.

### Associate Transportation Planner

#### EITHER I

One year of experience in the California state service performing transportation planning duties in a class comparable in level of responsibility to Transportation Planner, Range C.

#### OR II

Experience: Three years of experience in either one or a combination of the following areas. (At least one year must have been comparable to work performed by a Transportation Planner, Range C, in the California state service.)

1. Federal, State, regional, or local transportation planning activities. or

2. Transit planning, transportation studies, transportation system planning studies, or legislative transportation studies.

(A Doctorate Degree in Transportation Planning may be substituted for the required experience; a Master's Degree in Transportation Planning may be substituted for two years of the general experience; a master's degree in a general planning curriculum or a closely related field as identified above may be substituted for one year of the general experience.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

### Senior Transportation Planner

#### EITHER I

One year of experience in the California state service performing transportation planning duties in a class comparable in level of responsibility to Associate Transportation Planner.

#### OR II

Experience: Four years of experience in either one or a combination of the following areas. (At least one year must have been comparable in level of responsibility to an Associate Transportation Planner in the California state service.)

1. Federal, State, regional, or local transportation planning. or

2. Transit planning, transportation studies, transportation system planning studies, or legislative transportation studies.

(A Doctorate Degree in Transportation Planning may be substituted for three years of the general experience; a Master's Degree in Transportation Planning may be substituted for two years of the general experience; a master's degree in a general planning curriculum or a closely related field as identified above may be substituted for one year of the general experience.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

## **Supervising Transportation Planner**

### **EITHER I**

One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

### **OR II**

Experience: Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California state service. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

## **Principal Transportation Planner**

### **EITHER I**

One year of experience in the California state service performing transportation or environmental planning duties in a class comparable in level of responsibility to Supervising Transportation Planner or Supervising Environmental Planner.

### **OR II**

Five years of supervisory or administrative transportation or environmental management experience with regional or statewide impact. (At least one year must have been comparable in level of responsibility to work performed by a Supervising Transportation Planner or a Supervising Environmental Planner in the California state service.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

## **Knowledge and Abilities**

### **Transportation Planner**

**Knowledge of:** The planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques.

**Ability to:** Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

### **Associate Transportation Planner**

**Knowledge of:** All of the above, and the Department's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs.

**Ability to:** Perform all of the above and conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals.

### **Senior Transportation Planner**

**Knowledge of:** All of the above, and the Department's budgeting process; the Department's Affirmative Action Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and the Department's Affirmative Action Program and the processes available to meet these program objectives.

**Ability to:** Perform all of the above and work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants; communicate effectively with other agencies, the public, and the media; effectively contribute to the Department's safety, health, labor relations, and Affirmative Action Program objectives.

### **Supervising Transportation Planner**

**Knowledge of:** All of the above, and purposes, organization, and policies of Federal, State, regional, and local transportation agencies; program goals and objectives of the Department of Transportation.

**Ability to:** Perform all of the above and provide direction of the analysis of transportation and environmental planning studies.

### **Principal Transportation Planner**

**Knowledge of:** All of the above, and methods of planning, organizing, directing and controlling major statewide transportation or environmental programs.

**Ability to:** Perform all of the above and plan, direct, and coordinate the work of a large staff performing transportation and/or environmental planning and research; direct the evaluation of local plans in relation to statewide transportation interest and related environmental issues; direct and control large metropolitan regional transportation and environmental programs.

## **Desirable Qualifications**

### **All Levels:**

Awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning; ability to delegate responsibility to others; ability to inspire the confidence of others; ability to further the recognition of the Department as a multimodal transportation organization.

## Class History

Class	Date Established	Date Revised	Title Changed
Transportation Planner	07/21/1977	02/03/1987	--
Associate Transportation Planner	03/13/1975	02/03/1987	--
Senior Transportation Planner	03/13/1975	02/03/1987	--
Supervising Transportation Planner	03/13/1975	02/03/1987	--
Principal Transportation Planner	03/13/1975	02/03/1987	--
Transportation Planner Series History - Dates Established, Revised, and Title Changed			

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